



Task Title: Red Seal Exam Information

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will read information from Skilled Trades Ontario (STO) about Red Seal exam preparation to answer questions.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

In Ontario, Skilled Trades Ontario (STO) administers red seal exams for eligible trades. Understanding the expectations for exam candidates and what needs to be done in advance are part of being prepared.

Read "Skilled Trades Ontario: Fact Sheets for Exam Candidates"



**Fact Sheets for Exam Candidates – Candidates writing
Interprovincial Red Seal Exams Setting up
your access to the rsexam.ca System**

On behalf of Skilled Trades Ontario (STO), congratulations on becoming eligible to write your Interprovincial Red Seal Exam in Ontario.

As of April 2, 2025, Interprovincial Red Seal exams are written electronically in Ontario.

Step 1: Complete steps 1 through 4, including the payment, receiving authorization to test letter and scheduling requirements listed on the STO website at:

<https://www.skilledtradesontario.ca/certification/exam-scheduling/>

Step 2:

IMPORTANT INFORMATION FOR RED SEAL EXAM CANDIDATES

As a Red Seal Exam Candidate, what must I do once I pay for and schedule my exam?

1. You will be taking your Red Seal exam using the [rsexam.ca online delivery system](#). Access to the rsexam.ca delivery system is required for practising for the exam AND for taking the actual exam on your exam day.
2. 14 days prior to your scheduled exam date, you will receive an email from the Red Seal Exam system to initiate access to the rsexam.ca system.
3. The introductory email to initiate access to the Red Seal Exam system comes from the following URL: ccda.alerts@gmail.com
4. The subject line of the email for granting access to the Red Seal Exam system is:
"Red Seal Examination Account Activation / Activation du compte pour l'examen du Sceau rouge"



5. The email you receive will look as follows (It will be in both EN and FR):

Subject: Red Seal Examination Account Activation / Activation du compte pour l'examen du Sceau rouge

[EXTERNAL EMAIL - Do not click links or open attachments unless you recognize the sender and know the content is safe.]



Hello,

You have registered to write the Red Seal Examination using the Red Seal Examination Online Portal. This portal is accessible to candidates prior to the exam to become familiar with how the questions are presented and how to submit the answers in the system. Sample questions are available for practice.

Your Apprenticeship Authority or Examination Administrator has activated your User Account.

Important
username and
password info

Username: **this is the client's email address**

Temporary Password: **this is a system generated # that they must enter to set up their own password**

You have **72 hours** to login into the account using the temporary password. Please click on the link below to complete your account setup:

Rsexam.ca log in
information

If the link does not work, copy and paste the following URL into your browser.

<https://rsexam.ca/Account/Login>

For any questions, please contact your Apprenticeship Authority or Examination Administrator.



[Login](#)

Bonjour,

Vous êtes inscrit à l'examen du Sceau rouge qui sera fait à l'aide du portail en ligne des examens du Sceau rouge. Ce portail est accessible aux candidats avant l'examen afin qu'ils se familiarisent avec la façon dont les questions sont présentées et comment répondre aux questions. Des questions de pratique sont disponibles. Votre autorité en matière d'apprentissage ou votre administrateur d'examen a activé votre compte d'utilisateur.

Nom d'utilisateur : **votre adresse courriel**

Mot de passe temporaire : **mot de passe généré par le système**

Vous aurez **72 heures** pour vous connecter au compte en utilisant le mot de passe temporaire. Veuillez cliquer sur le lien ci-dessous pour terminer la configuration de votre compte :



[Se connecter](#)

Si le lien ne fonctionne pas, copiez et collez l'adresse suivante dans votre navigateur.

<https://rsexam.ca/Account/Login>

Pour toute question, veuillez contacter votre autorité en matière d'apprentissage ou votre administrateur d'examen.

6. **DO NOT IGNORE this email.**
7. **Within 72 hours of receiving this email, you MUST go to the login site, enter your username (which is your email address) and enter the temporary password provided in the email. The temporary password expires within 72 hours of receipt.**
8. **What if I missed the 72-hour window: If you do not log in as per email instructions and change the temporary password to a permanent password within the 72 hours period, you will not be able to access the system. If this happens, you must contact STO Registration Services (647-847-3000, or Toll Free in Ontario at 1-855-299-0028), let them know that you missed the 72-hour window and request to have your credentials reset.**
9. **You MUST request to have your access unlocked/credentials reset by 5:00 PM EST prior to your exam day. If you do not, then you will not be able to access your exam on exam day and will forfeit your payment / credit as applicable.**
 - **For those writing on Saturday, Monday, you must request a reset by 5:00 PM EST on the Friday prior to your exam.**
10. **Once into the system using your temporary password, you MUST set your own password. Please set this as something you will remember as you will need it to practise on the system and to access your exam on exam day.**
11. **The system will provide you with instructions as to the required length and characters for your new password. You will have to enter it and reconfirm it.**
12. **We suggest saving the URL on your device for easy access to practise during the 14 days leading up to your exam date.**
13. **At any time prior to exam day, you can reset your password on your own.**



14. **REMEMBER:** You **MUST** log off the rsexam.ca site immediately prior to your exam day session as you cannot have the site open on 2 different devices (e.g., your device and the device at the exam session). If you do not log off your device on the day of your exam sitting, you will receive an error message when trying to log into the exam at the Prometric Canada Testing site. Logging off your browser is **NOT** sufficient. You must fully logoff the rsexam.ca site.
15. **REMEMBER:** Your username is your email address that you provided to STO Registration Services.
16. **REMEMBER:** Bring your rsexam.ca password to the exam session. We suggest you write it on your Authorization To Test Letter (ATTL), which you must bring with you to the exam. Your password is case sensitive so write it down

Work Sheet

Task 1: When should a Red Seal candidate expect to receive an email about accessing the online exam portal?

Answer:

Task 2: What is the username a candidate will use to access the Red Seal Examination Online portal?

Answer:

Task 3: How long is the temporary login password active before expiring?

Answer:

Task 4: If the temporary login password expires before the candidate creates a permanent login password, what should they do?

Answer:

Answers

Task 1: When should a Red Seal candidate expect to receive an email about accessing the online exam portal?

Answer: 14 days prior to the scheduled exam date

Task 2: What is the username a candidate will use to access the Red Seal Examination Online portal?

Answer: Their (the candidate's) email address

Task 3: How long is the temporary login password active before expiring?

Answer: 72 hours

Task 4: If the temporary login password expires before the candidate creates a permanent login password, what should they do?

Answer: Contact STO registration services at 647-847-3000 or 1-855-299-0028 (toll free). This must be done by 5pm on the day prior to exam day.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	scans text to locate information			
	locates multiple pieces of information in simple texts			
	makes connections between sentences and between paragraphs in a single text			
	reads more complex texts to locate a single piece of information			
	follows the main events of descriptive, narrative and informational texts			
	obtains information from detailed reading			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner (print):
